

## Online Google Meet lessons – a guide for pupils

### To access your on-line lesson on a PC/laptop or MAC:

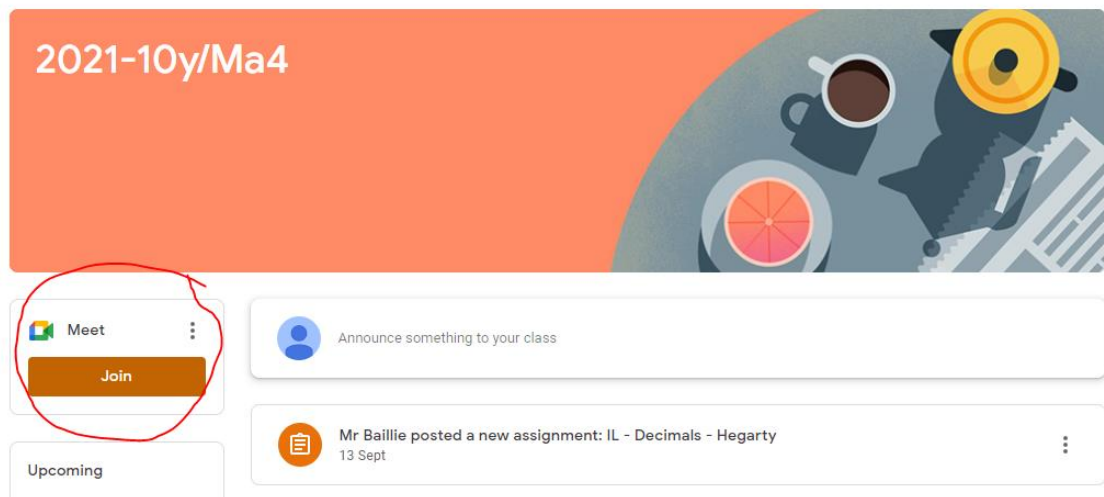
Go to [www.google.com](http://www.google.com) in your browser (chrome/Edge/Firefox/Safari etc). Sign-in with your school Google logon <userid>@swanmore-school.co.uk

Click on the nine dots (Google Apps) top right of screen and select the Classroom icon.

Select the Google Classroom as per your timetable. Click on the **Join** button on the left hand side to Join the live Meeting. If your teacher has not started the Meeting yet you will be put in a waiting room and will see a message 'Waiting for the host to join'. When your teacher joins you will be let into the Meeting.

**Check the classroom stream in-case your teacher sends you a message regarding the Meet.**

Your timetable can be found in the Google Calendar App.



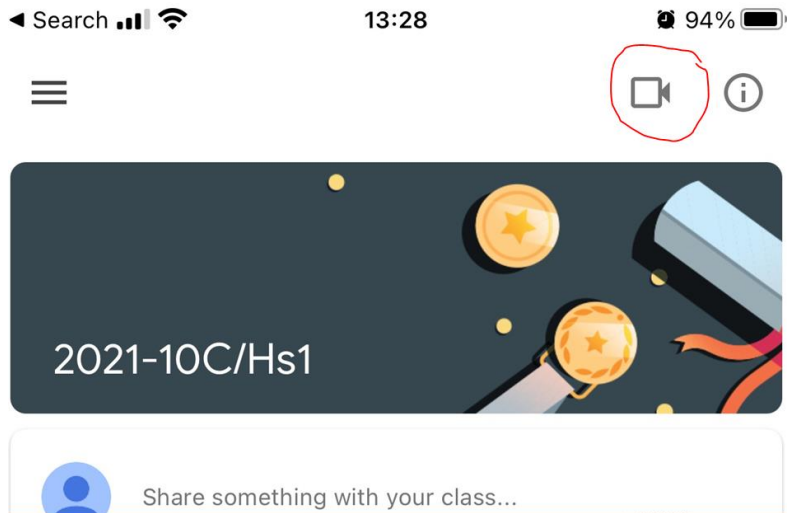
### To access your on-line lesson on a phone or ipad:

Download the Google Classroom app & login with your school Google logon : <userid>@swanmore-school.co.uk

Select the Google Classroom as per your timetable. Click on the **video camera icon** at the top of the page to join the live Meeting. If your teacher has not started the Meeting yet you will be put in a waiting room and will see a message 'Waiting for the host to join'. When your teacher joins you will be let into the Meeting.

**Check the classroom stream in-case your teacher sends you a message regarding the Meet.**

Your timetable can be found in the Google Calendar App.



**To access your on-line lesson on a Chromebook:**

Login to the Chromebook with your school Google logon <userid>@swanmore-school.co.uk click on the nine dots (Google Apps) at the top right of screen.

Select the Google Classroom as per your timetable. Click on the **Join** button on the left hand side to Join the live Meeting. If your teacher has not started the Meeting yet you will be put in a waiting room and will see a message 'Waiting for the host to join'. When your teacher joins you will be let into the Meeting.

**Check the classroom stream in-case your teacher sends you a message regarding the Meet.**

Your timetable can be found in the Google Calendar App.

